**Poetry and Short Story Writing – Formatting Information**

Poetry – word processed

1. Size 12 font
2. Calibri, Arial, Times New Roman or Cambria font style
3. Left hand alignment
4. Miss a line for each new stanza
5. Title in bold, ensure there are capitals for the first letter of each new word, for example **The Bad Box**
6. Your name in bold at the end to the right of the poem – use the tab key for this

Poetry – handwritten

1. Ensure you have neat handwriting
2. Poem can be centred on the page
3. Miss a line for each new stanza
4. Title should be two lines above the beginning of the poem and ensure there are capitals for the first letter of each new word, for example The Bad Box
5. Your name should appear one line below the last line of your poem, to the right of the poem

Short Story – word processed

1. Size 12 font
2. Calibri, Arial or Times New Roman font style
3. Justify text alignment
4. Title should be centred, capitalised, bold, and size 14
5. Miss a line for each new paragraph
6. Your name should be on the right side of the page one line below the final line of your story
7. Each time a new person speaks you also need to miss a line, for example:

“Want me to get the washing in?” Jeremy hollered from the backyard.

“Yeah, that’d be great kid,” came the pleased reply from inside.

Short Story – handwritten

1. Ensure your handwriting is neat throughout
2. You can either miss a line for each new paragraph – if your handwriting is difficult to read, choose this option, or you can indent the next line, whichever option you choose, you need to keep it the same for the entire story.
3. Your title should be centred and capitalised
4. Your name should go to the right of the page, one line after the final line of your story
5. Each time a new person speaks, you need to begin a new paragraph, either by missing a line or indenting.